



Floodplain Management Elevation Certificate Guidance

An Elevation Certificate provides information necessary to ensure compliance with community floodplain management regulations, to rate insurance premiums accurately and to support requests for Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR). The City of Fort Lauderdale requires the submittal of a "Building Under Construction" Elevation Certificate prior to vertical construction. A "Finished Construction" Elevation Certificate is required when all machinery equipment has been installed and the grading around the building has been completed. This document provides supplemental guidance and clarification to FEMA's instructions on how to complete an Elevation Certificate and has been designed for use as a compliance checklist.

Section A: Property Information

- ☐ **A1. Building Owner's Name**
See Elevation Certificate instructions.
- ☐ **A2. Building Street Address**
The address provided should be for the building being certified. The building being certified may not necessarily be the property owner's mailing address.
- ☐ **A3. Property Description**
See Elevation Certificate instructions.
- ☐ **A4. Building Use**
Indicate whether the building is residential, non-residential, residential addition, non-residential addition, accessory, or other type. For other type, a comment should be provided in Section D (Elevation Certificate Page 2) as to the specific use(s) of that building.
- ☐ **A5. Latitude / Longitude**
Latitude and longitude coordinates should reference the front center of the building, in either:
 - Decimal degrees (at least 4 decimal places) 39.5043°, -110.7585°
 - Degrees, minutes, seconds (at least 1 decimal place) 39° 30' 15.5", -110° 45' 30.7"

The horizontal datum should be selected (NAD 1927 or NAD 1983) and a comment as to the source of the datum coordinates (i.e., GPS, NOAA, or Mapquest) should be provided in Section D (Elevation Certificate Page 2).

**A6. Photographs**

The certifier should provide 4 photos of the structure (e.g., front, back and left / right sides). The photos should provide sufficient detail as to allow for the clear identification of building foundation type, and if installed, flood openings. The photos should be in color and a minimum size of 3" x 3", if hard copy or 600 dpi, if digital.

**A7. Building Diagram Number**

The following building types have been identified on pages 7-9 of the Elevation Certificate instructions:

- 1A Slab-on-Grade
- 1B Raised Slab-on-Grade
- 2 Basement
- 3 Split Level, Slab-on-Grade
- 4 Split Level, Other than Slab-on-Grade
- 5 Elevated, No Enclosure
- 6 Elevated w/ Enclosure
- 7 Foundation Walls w/ Enclosure
- 8 At-Grade Crawlspace
- 9 Sub-Grade Crawlspace

Based on the design of the building, enter the diagram number most appropriate. The building diagrams identify the corresponding data that should then be included in the remainder of Section A and C.

**A8. Building with Crawlspace or Enclosure**

If there is no crawlspace or enclosure, A8a-c should be N/A. For buildings with a crawlspace or enclosure, provide details for the flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If interior grade is higher, a comment should be provided in Section D (Elevation Certificate Page 2). If the crawlspace or enclosure has engineered flood openings, indicate total certified flood relief coverage and attach certification to the Elevation Certificate. If the crawlspace or enclosure has no flood openings, A8b and A8c should be "0" and A8d does not need to be checked.

**A9. Building with Attached Garage**

If there is no attached garage, A9a-c should be N/A. For buildings with an attached garage, provide details for the flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If interior grade is higher, a comment should be provided in Section D (Elevation Certificate Page 2). If the garage has engineered flood openings, indicate total certified flood relief coverage and attach certification to the Elevation Certificate. If the garage has no flood openings, A9b and A9c should be "0" and A9d does not need to be checked.

Section B: Flood Insurance Rate Map (FIRM) Information

- ☐ **B1. NFIP Community Name and Community Number**
The community name and number are City of Fort Lauderdale, 125105.
- ☐ **B2. County Name**
The county name is Broward.
- ☐ **B3. State**
The state is FL.
- ☐ **B4. Map/Panel Number**
Provide the complete 10-character map number. For the City of Fort Lauderdale, the map number always begins with 12011C, followed by the specific 4 digit identifier for the panel in which the building is located (e.g., 12011C0388).
- ☐ **B5. Suffix**
The suffix for the current flood insurance rate maps is H.
- ☐ **B6. FIRM Index Date**
The index for the current flood insurance rate maps is dated August 18, 2014.
- ☐ **B7. FIRM Panel Effective/Revised Date**
The current flood insurance rate maps are dated August 18, 2014.
- ☐ **B8. Flood Zone(s)**
Identify the flood zone(s) in which the building is located. For X-Zones, a comment should be provided in Section D (Elevation Certificate Page 2) to distinguish between X and 0.2 PCT (X).
- ☐ **B9. Base Flood Elevation(s)**
Identify the base flood elevation(s), or base flood depth(s), for the flood zone(s) in which the building is located. When data is available in the Broward County Flood Insurance Study, the base flood elevation(s) should be provided to the nearest tenth of a foot.
- ☐ **B10. Base Flood Elevation Source**
See Elevation Certificate instructions.
- ☐ **B11. Elevation Datum**
The elevation datum for the current flood insurance rate maps is NAVD 88.
- ☐ **B12. Coastal Barrier Resources System / Otherwise Protected Area**
Indicate whether the building is located in a designated area.

Section C: Building Elevation Information

- ☐ **C1. Stage of Construction**
See Elevation Certificate instructions.
- ☐ **C2. Elevations**
PID (Permanent Identifier) or other unique identifier and vertical datum, including elevation, should be provided for the benchmark utilized. If applicable, a comment should be provided in Section D (Elevation Certificate Page 2) as to the details of the conversion between the field survey datum and the datum upon which the base flood elevation is based. Elevations in items C2a-h should be provided in NAVD 88.
- ☐ **C2a. Elevation - Top of Bottom Floor**
See Elevation Certificate instructions.
- ☐ **C2b. Elevation - Top of the Next Higher Floor**
See Elevation Certificate instructions.
- ☐ **C2c. Elevation - Bottom of the Lowest Horizontal Structural Member**
See Elevation Certificate instructions.
- ☐ **C2d. Elevation - Attached Garage (Top of Slab)**
See Elevation Certificate instructions.
- ☐ **C2e. Elevation - Lowest Machinery Equipment**
Indicate the elevation of the lowest machinery equipment. Unless all equipment is installed in the attic or on the roof, an elevation should be provided. A comment should be provided in Section D (Elevation Certificate Page 2) as to identify the machinery equipment, and to generally describe the location.
- ☐ **C2f. Elevation – Lowest Adjacent Grade**
See Elevation Certificate instructions.
- ☐ **C2g. Elevation – Highest Adjacent Grade**
See Elevation Certificate instructions.
- ☐ **C2h. Elevation – Lowest Adjacent Grade of Deck or Stairs**
See Elevation Certificate instructions.

Section D: Surveyor, Engineer or Architect Certification

- ☐ The surveyor, engineer or architect preparing the Elevation Certificate should certify the form and indicate that comments, and attachments if applicable, are provided. Typical items requiring comments are A4, A5, A8b, A9b, B8 and C2e. Common attachments include, but are not limited to, non-conversion agreements, specifications for engineered flood openings and floodproofing certificate. Pictures are not considered attachments.

Section E: Building Elevation Information for Zone AO and Zone A (Without BFE)

- ☐ Section E is required to be completed when certifying a building within Zones AO or A (without base flood elevation). Please note that E5 should never be marked "Unknown". Compliance can be determined from a consideration of the remainder of data provided in Sections C and E. If the Elevation Certificate is intended to support a LOMA / LOMR application, Sections A, B and C should be completed instead of Section E.

Section F: Property Owner (Or Owner's Representative) Certification

- ☐ Section F is required to be completed when a property owner or owner's representative completes Sections A, B and E.

Section G: Community Information

Section G is required to be completed when a community official, authorized to administer the community's floodplain management ordinance, completes Sections A, B, C (or E).

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